

REQUESTS BY MAIL OR FAX BANKRUPTCY CASE FILES ONLY

The National Archives and Records Administration (NARA) -- Pacific Region (Laguna Niguel) accepts requests for photocopies of personal and corporate bankruptcy case files, and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of commonly required documents, or specific **REQUESTED DOCUMENTS** off the docket.

Please follow the 5 steps below to obtain certified or uncertified copies of bankruptcy case files:

**STEP 1 For each case, obtain the following information from the court where the case was filed and closed.
PLEASE USE ONE FORM PER CASE.**

NARA ACCESSION NUMBER 021-	AGENCY BOX NUMBER	NARA LOCATION NUMBER
CASE FILE NUMBER		CASE FILE NAME

STEP 2 Identify whether you want the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** off the docket (**please check ALL that apply**):

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*The **ENTIRE CONTENTS** of the case file.* This option includes ALL of the documents in the requested case file and costs \$30.00 for the first 100 pages and \$.50 per page thereafter. FAX service is NOT available with this option.

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*The **PACKAGE** containing commonly requested documents.* This option includes one or more of the documents listed below **ONLY**. The file may not contain all of the documents listed. If you chose the **PACKAGE**, you will receive **ONLY** copies of the listed documents found in the file. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The **photocopy** cost of the **PACKAGE** is \$10.00.

- * Either Order of Discharge, Order of Dismissal, or Final Decree.
- * Debtor's Voluntary Petition.
- * Attached Mailing List of Creditors.
- * Schedule A - Statement of All Liabilities of Debtor, including:
 - a. Schedule A1 (E) - Creditors Having Priority.
 - b. Schedule A2 (D) - Creditors Holding Security.
 - c. Schedule A3 (F) - Creditors Having Unsecured Claims Without Priority.
- * Trustee's No Asset Report.

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***REQUESTED DOCUMENTS** from the docket sheet.* This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the court. All questions concerning file contents should be directed to the appropriate U.S. Bankruptcy Court. The **photocopy** cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 100 pages and \$.50 per page thereafter.

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CERTIFICATION** is a verification of true, legal copies and costs an additional \$10.00. **Certification is NOT available with FAX service.

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***FAX SERVICE** is available for the **PACKAGE** or **REQUESTED DOCUMENTS ONLY**, and costs an additional \$5.00. NARA will **ONLY** return the first 50 pages of your request via FAX. Photocopies in excess of 50 pages will be returned via U.S. Postal Service.*

----- FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION USE ONLY -----

SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS
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STEP 3 Print your name, mailing address, **AND** telephone number below: DATE: _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER (AREA CODE _) _____

FAX TELEPHONE NUMBER (AREA CODE _____) _____

TO THE ATTENTION OF: _____

STEP 4 PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.

PLEASE DO NOT MAIL CASH.

SUMMARY OF CHARGES:

ENTIRE CONTENTS	= \$ 30.00	up to 100 pages
	= \$ 0.50	per page thereafter
PACKAGE	= \$ 10.00	
REQUESTED DOCUMENTS	= \$ 35.00	up to 100 pages
	= \$ 0.50	per page thereafter
CERTIFICATION	= \$ 10.00	(Certification NOT available with FAX service)
FAX SERVICE	= \$ 5.00	(Package or Requested Documents ONLY)

Make checks or money orders payable to the: **NATIONAL ARCHIVES TRUST FUND**

If charging this purchase to your VISA, MASTERCARD, DISCOVER, OR AMEX credit card, please circle the appropriate card above, enter the account number, expiration date, fees authorized, and sign below.

CREDIT CARD # _____ EXP. DATE _____ / _____

TOTAL FEES AUTHORIZED _____

SIGNATURE _____

STEP 5 Mail your payment and/or this completed form to:

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES -- PACIFIC REGION
ATTN: TRUST FUND UNIT
P.O. BOX 6719
LAGUNA NIGUEL, CA 92607-6719**

Or FAX your request to us at (949) 360-2636, if paying by credit card.

****NOTE: REQUESTS WILL NOT BE TAKEN BY TELEPHONE****

YOUR REQUEST, AND ANY FEES SUBMITTED, WILL BE RETURNED TO YOU IF:

- The information supplied in **STEP 1** is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to enclose a check or money order OR if the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied.
- Clearly marked Docket Sheet for *Requested Documents* not received.
- Federal agency requests are submitted without proper fees.

To request an appointment to review a file at our facility, call (949) 360-2628 (Monday through Friday, 8:00 a.m. to 4:30 p.m.)